

TIPS FOR NRC BUDGETS

GENERAL

TIP

Cross-reference budget line items to the narrative, timeline, bios, and course list

Demonstrate long-term planning and program development

Use 3 columns to show 3 years of requested funding – remember to show increasing institutional support over the 3 year period

Indirect rate is fixed at 8% for NRCs

Make sure the budget is consistent with Program Planning and Budget Section (Criterion 8)

See the Federal Register Announcement for suggested funding range and do not request more than \$50,000 above it

Visit the IEGPS office to view successful applications with budgets well done

Check your math!

TIPS FOR NRC BUDGETS

BUDGET CATEGORY

- | | |
|---------------------------|---|
| 1. PERSONNEL | <p>Show % of salary being paid with grant monies and % of time on area or international studies</p> <p>Show Fringe Benefits with each salary item</p> <p>Provide detail of what key personnel will be doing regarding the grant</p> <p>Provide name of course to be taught or developed</p> <p>Explain how Visiting Professors will strengthen the program in the long term</p> |
| 2. FRINGE BENEFITS | <p>Provide information on how Fringe Benefits are calculated</p> |
| 3. TRAVEL | <p>Write in “block” format to cover all bases: travelers, purposes, locations</p> <p>Use prudence in putting international travel on the budget</p> <p>Use prudence in requesting travel to conferences</p> |
| 5. SUPPLIES | <p>Provide details</p> |
| 8. OTHER | <p>Provide details</p> <p>Use the term “professional service fee” instead of stipend or honoraria</p> <p>List consultant services in this category with costs governed by the institution</p> |

DON'Ts FOR NRC BUDGETS

GENERAL

TIP

- Do not supplant funds (EDGAR 34 CFR §75.519)
- Do not request money for domestic or ethnic studies
- Do not request money for languages indigenous to the United States
- Do not include long-term faculty research – use the Fulbright-Hays Faculty Research Abroad Program
- Do not include student internships
- Do not include asterisks (*) on the budget unless directed to in the application

BUDGET CATEGORY

- 1. PERSONNEL**
 - Do not include the Director's salary
 - Do not put more than 50% of any salary on the budget
 - Do not list people on the budget who are not supported by NRC funds
 - Do not list in-kind support
- 2. FRINGE BENEFITS**
 - Do not lump into one sum – provide breakdown
- 3. TRAVEL**
 - Do not include student travel
 - Do not list specific names/dates/exact locations
- 5. SUPPLIES**
 - Do not ask for equipment valued at over \$5000 (a rule of thumb is do not include any equipment on an NRC budget)
- 8. OTHER**
 - Do not use grant funds for refreshments or gift certificates – see OMB Circular A-21 Cost Principles for Educational Institutions, Sec. J

😊😊😊 ACTIVITIES WE LOVE TO SEE ON NRC BUDGETS 😊😊😊

- Π **Faculty Development – internationalize your faculty and faculty from other colleges and universities**
- Π **New course development**
- Π **Cooperative summer language institutes**
- Π **Development of Foreign Language Across the Curriculum (FLAC) courses or foreign language trailers to existing language courses**
- Π **Collaboration with Language Resource Centers, Centers for International Business Education, and American Overseas Research Centers, especially with regard to LCTLs and underrepresented professional disciplines**
- Π **Less or Least Commonly Taught Languages (LCTLs) through the Advanced level**
- Π **Distance learning initiatives to provide more universal access to language training**
- Π **LCTLs every year instead of rotating years**
- Π **Kazakh, Azeri, Tajik, Kirghiz, Pashto, Dari, Turkmen, Uzbek**
- Π **Demonstration of increasing institutional commitment by decreasing the percentage of a salary on the budget**
- Π **Outreach to all constituencies**
- Π **See House Report Language (House Report 107-342)**